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MEMORANDUM FOR: Director of Security

SUBJECT : Use of Federal Records Centers for Permanent
Storage of Agency Inactive Records

REFERENCE : Office of Security Memorandum (DD/S 69-4995)
dated 4 November 1969, same subject

1. I have reviewed referent Security evaluation and was pleased to note that your recommendations, when approved as Agency policy, will afford significant progress in resolving our records storage problem.

2. I intend to lend my full support to obtain the Director's approval of the significant change in Agency policy your recommendations will entail. As a first step in obtaining DCI approval I shall within the next two weeks brief the Executive Director-Comptroller and the other Deputies on the proposal seeking their concurrence and acceptance. As a part of this briefing I want to point out that the Support Directorate is taking immediate steps to transfer certain collections of DD/S records for storage at WNRC under the special security provisions outlined in your recommendations. Upon approval of the Director these DD/S collections will be the first transferred to WNRC.

3. The Records Administration Branch of the Support Services Staff has at my request identified some 10,000 cubic feet of our inactive office records [] which meet the criteria set forth in paragraph 15(6) of your recommendation. Furthermore, all of this material has been [] much of it ten and fifteen

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25X1 years old, therefore requiring only a minimum amount of retrieval action when placed at WNRC. The Office of Security, for example, has 2,000 cubic feet of Security case files which would be transferred for permanent storage at WNRC under this new policy. Logistics has 900 cubic feet of requisitions and contracts, Personnel has 600 cubic feet of personnel files, Medical Services has 500 cubic feet of medical folders and the Office of Finance has 6,000 cubic feet of finance vouchers and support papers now in storage [] The foregoing figures may be considered as a point of departure from which each office should carefully review all of its inactive files [] for possible transfer to WNRC.

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25X1 4. Prior to briefing the Executive Director and the other Deputies on this program I must have the assurance of the Support Office heads that transfer of their records to WNRC for permanent storage under conditions set forth in your recommendations do not impose any problems. Therefore, I shall ask each office head to conduct an in-house review of all his inactive records [] and comment on the plan to store as many as possible at WNRC. In this regard may I have by 22 December your comments on the proposed transfer to WNRC of inactive Security case files as well as other Security office records material.

R. L. Bannerman
Deputy Director
for Support

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